

CITY OF MCMINNVILLE  
MINUTES OF DINNER MEETING of the McMinnville City Council  
Held in the Conference Room at the Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, January 8, 2013 at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Paul May
	Kevin Jeffries	Kellie Menke
		Alan Ruden
		Larry Yoder

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Planning Director Doug Montgomery, Fire Chief Rich Leipfert, Finance Director Marcia Baragary, Talbot, Korvola & Warwick, LLC auditors Rob Moody, Cinnamon Williams, and Marlene Parker, and a member of the news media, Nicole Montesano of the News Register.

DINNER

CALL TO ORDER: Mayor Olson called the Dinner Meeting to order at 6:20 p.m. and welcomed Talbot, Korvola & Warwick, LLC (TKW) auditors Rob Moody (partner), Cinnamon Williams (manager), and Marlene Parker (senior). Mayor Olson suggested that during the presentation of the audit at the Regular Meeting, he would begin the discussion and introduce Audit Committee members Kellie Menke and Scott Hill. They would, along with TKW Partner Rob Moody, lead the discussion.

OATHS OF OFFICE: Mayor Olson noted that City Attorney Haines would administer the Oaths of Office for his new term as Mayor and for City Councilors Menke and Hill. He noted that because Councilor Yoder would be absent, he would be sworn in at the next City Council meeting.

EMERGENCY MANAGEMENT UPDATE: Chief Leipfert stated that Yamhill County Emergency Manager Doug McGillivray and Assistant Manager Sue Lamb would be in attendance at the Regular Meeting to brief the City Council regarding a training opportunity for City and County staff that would be provided by FEMA officials.

ORDINANCE: Mayor Olson stated that the proposed ordinance amending certain portions of Ordinance No. 4796 related to the adoption of the McMinnville Growth Management and Urbanization Plan (MGMUP) and MGMUP-Findings document would be read and voted upon at the Regular Meeting.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 6:30 p.m.

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Rose A. Lorenzen, Recording Secretary

CITY OF MCMINNVILLE  
MINUTES OF REGULAR MEETING of the McMinnville City Council  
Held at the Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, January 8, 2013 at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Paul May
	Kevin Jeffries	Kellie Menke
		Alan Ruden
		Larry Yoder

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Planning Director Doug Montgomery, Fire Chief Rich Leipfert, Police Chief Ron Noble, Finance Director Marcia Baragary, Talbot, Korvola & Warwick, (TKW) LLC auditors Rob Moody, Cinnamon Williams, and Marlene Parker, and a member of the news media, Nicole Montesano of the News Register.

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:00 p.m. and welcomed those in attendance. He noted for the record that both Councilors Ruden and Yoder had been excused from the evening's meeting.

PLEDGE OF ALLEGIANCE: Councilor Menke led in the Pledge of Allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson asked if there were any audience members interested in speaking about an item not on the evening's agenda.

Mark Davis, 652 SE Washington Street, spoke to the Council about a recent presentation by Waste Management on the Riverbend Landfill. He discussed Riverbend's proposed air quality permit that is currently before the Department of Environmental Quality (DEQ). He spoke about the gasses and particulate matter that Riverbend is requesting permission to exhaust from the landfill. He advised that while he does not disagree with Riverbend burning the methane created by the landfill, the idea that was expressed by Waste Management that the landfill was a "green facility" bothered him. He discussed the odors generated by the landfill and also the berm that Riverbend is requesting permission to build. He felt that because the City is looking at investing millions of dollars in the NE Gateway area, City leaders should especially review and discuss the impact the garbage trucks will have on the air and roads in that neighborhood and in the vicinity of Lafayette Avenue.

Clark Ellingson stated that he had grown up on the west side of McMinnville and had lived there most of his life. He noted that he currently resided on Youngberg Hill Road and showed several pictures depicting Riverside Landfill. He stated that his concerns related to the odors that emanate from the garbage, the lack of coverage of the garbage at the landfill, and trucks that carry easily recyclable materials intermingled with garbage going to the landfill. Additionally, he raised concerns about flooding near the landfill and its impact on the quality of water contaminated by landfill materials. He complimented the Council on its leadership and said that from his perspective, McMinnville has a "dog in that fight."

Jim Kreutzbender, 845 Morgan Lane, referred to Waste Management representative Jackie Lang's comments from the previous meeting. He thanked the Council for not participating in giving a recommendation as requested regarding the landfill's berm. He questioned what would happen to the berm if the region incurred a large subduction earthquake. He urged the City Council to write a letter to the Yamhill County Commissioners when the landfill's expansion permit is before them. He noted that the landfill's contract is up in 2014 and at that time, the landfill should be filled and closed.

OATHS OF OFFICE: City Attorney Haines gave the Oath of Office to Mayor Olson and Councilors Menke and Hill. It was noted that the Oath of Office would be administered to Councilor Yoder at the next City Council meeting.

ELECTION OF COUNCIL PRESIDENT: Mayor Olson explained that a new Council President was elected every two years and acted in place of the Mayor when he or she was not available. Current Council President Menke MOVED to nominate Councilor Yoder as the next Council President; SECONDED by Councilor Jeffries. No other nominations were heard and nominations were closed. The ballot was unanimous and in favor of Councilor Yoder.

CONSIDER MINUTES: Councilor Menke MOVED to approve the minutes of the December 11, 2012 Dinner and Regular Meetings of the City Council; SECONDED by Councilor May. Motion PASSED unanimously.

PRESENTATION OF THE FINANCIAL AUDIT FOR FISCAL 2011 - 2012 AND REPORT BY THE COUNCIL AUDIT COMMITTEE: Mayor Olson introduced Audit Committee Members Councilors Menke and Hill. He noted that Budget Committee Member Travis Parker was also a member of the City's Audit Committee.

Mayor Olson asked TKW Partner Rob Moody to give the Council an overview of the audit process.

Mr. Moody thanked Mayor Olson and the Council for the opportunity to speak about the City's recent financial audit. He noted that staff's cooperation and abilities to

provide the audit team with needed materials in a timely manner has always been appreciated. Deadlines were met all the way through the process and stated that his firm was able to provide an unqualified, or clean, opinion. He explained that staff completes the financial statements, which his firm then audits. His staff reviews enough of the documentation and background materials to feel comfortable giving an opinion. He noted that this was not a forensic audit.

Councilor Hill stated that he and Councilor Menke have both been on the Audit Committee since its inception and the Committee very much appreciates the professionalism that TKW brings. He praised the City's financial system, LOGOS.net, which has allowed so much automation. He referenced the Transmittal Letter which identifies many environmental factors that may affect the City's future financial picture. He advised that both he and Councilor Menke, after meeting with the auditors earlier in the day, felt that the City's financial house is in order and they were both very pleased.

Councilor Menke agreed with Councilor Hill's statements and stated that there is a very strong feeling of excellent rapport between audit and City staff members. They have done a superior job. She stated that the Finance Department had been able to bring on a part-time person who was experienced in auditing and all worked together very efficiently.

Following a request by Mayor Olson, Councilor Hill MOVED to accept the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2012 as presented; SECONDED by Councilor Menke. The motion PASSED unanimously. Mayor Olson extended his thanks to both the TKW staff and to Finance Director Baragary and her staff for the excellent job that they did. City Manager Taylor recognized Accountant Julie Orth and Finance Director Baragary for their work.

Finance Director Baragary acknowledged the professionalism showed by Mr. Moody and his staff as well as her staff accountants. She explained that the CAFR brings together many pieces of the City's financial picture and Ms. Orth understands how it all fits together. She explained that the LOGOS program creates the necessary reports needed for completion of the financial statements. She gave special recognition to Ms. Orth and also to the part-time Technical Services Accountant Rachael Lembo, CPA. She also thanked the City employees and stated that the adherence to internal controls is excellent and part of the City's culture. She thanked Mayor Olson and the Council and Budget Committee for the responsible manner in which the conduct they financial business of the City.

In conclusion, Councilor Menke invited the entire City Council to the upcoming Ethics Trainings that the City is

providing for all staff members. She strongly recommended that the Council go through the training also.

I

NEW BUSINESS

I-A

CITY OF McMinnville AND Yamhill County Emergency Management Update: Fire Chief Leipfert referenced a memorandum from Police Chief Noble and him regarding the Emergency Management update. He noted that the memorandum provided a brief "refresher" from 2010 to where the City is today. He spoke about the upcoming Federal Emergency Management Agency's (FEMA) training and advised that Yamhill County Emergency Manager Doug McGillivray and Assistant Emergency Manager Sue Lamb were in attendance to discuss the upcoming training opportunity.

Mr. McGillivray and Ms. Lamb thanked the Council for the opportunity to discuss the upcoming FEMA exercise. Mr. McGillivray stated that two years ago he had applied to FEMA for a training opportunity. He explained that FEMA conducts four trainings per year and it is a true honor to be chosen as a training site. He was pleased to announce that Yamhill County was selected to be the site of a grant funded training / exercise site. He personally extended an invitation to the City to participate in the training. He advised that the training would be conducted in April of this year.

Responding to Council questions, Ms. Lamb stated that the sign-up deadline for individuals wishing to attend the training is January 17, 2013, although there could be some flexibility with that date.

Following a brief Council / staff discussion, Mayor Olson thanked Mr. McGillivray and Ms. Lamb and Chiefs Noble and Leipfert for the report.

II

ORDINANCE

II-A

AMENDING CERTAIN PORTIONS OF ORDINANCE NO. 4796 RELATED TO THE ADOPTION OF THE McMinnville Growth Management and Urbanization Plan (MGMUP) AND MGMUP - FINDINGS DOCUMENT AND REPEALING ORDINANCE NO. 4841 IN ITS ENTIRETY: Mayor Olson advised that the Council had held a public hearing on the proposed ordinance on December 11, 2012 and following the public hearing had held a thorough deliberation on the matter. Following the hearing and discussion, Council had requested that staff bring a finalized draft ordinance to its next meeting.

Planning Director Montgomery agreed with Mayor Olson and stated that, with two exceptions, the draft ordinance before them was the same as they had seen at the December 11, 2012 meeting. He noted that one change restores multi-family in commercial zones and the action regarding the rezoning of certain properties had already occurred. Consequently, no further action was needed on those two

items. He stated that staff recommended passage of the draft ordinance as proposed.

City Attorney Haines read by title only Ordinance No. 4961 amending certain portions of Ordinance No. 4796 related to the adoption of the McMinnville Growth Management and Urbanization Plan (MGMUP) and MGMUP-Finding document, and repealing Ordinance No. 4841 in its entirety. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 4961 PASSED by a unanimous roll-call vote.

- III                   ADVICE / INFORMATION ITEMS
- III-A               REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS:  
Each of the City Councilors gave a brief report.
- III-B               DEPARTMENT HEAD REPORTS: Each department head present gave  
a brief report.
- IV                   ADJOURNMENT: Mayor Olson adjourned the meeting at 8:08  
p.m.

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Rose A. Lorenzen, Recording Secretary